



---

## **Emergency Evacuation Procedures**

### South side of B level exits to A level by:

- West -- Exit B level using the west stairwell to A level. (Applications 1st, 2nd + 3rd)
- Central -- Exit B level using the east stairwell to A level. (Learning Centers + Infrastructure 2nd Section)
- East -- Exit B level using the east stairwell to A level. (Department for the Blind-Hoover Vending, ITE main conference rooms, Infrastructure 3rd + Desktop / Help Desk Sections)

### North side of B level exits to A level by:

- Computer Room / Data Control --- Exit B level using the EAST stairwell to A level.
- I/3 / Planning --- Exit B level using the WEST stairwell to A level.
- All other north side occupants --- Exit B level using the WEST stairwell to A level.  
(This last group includes the test lab off the breakroom.)

### After reaching A level, exit the building by:

Once on A Level, all B level occupants will then exit the Hoover Building on the EAST side, using the southeast or northeast stairwells, either through the dock or hallway door. Once you are outside, gather with the rest of your work group in the parking lot east of the Hoover Building in the CENTER AREA and **report for roll call to your coordinator.** Please go beyond the parking gate to the grassy area by E.14th St. The roll call results will be used to determine who may be left in the building.

In case of extreme weather conditions, personnel may be directed to go to their cars following the roll call.

### Designated area for disabled:

Section coordinators are aware of the personnel in their section that have requested assistance in evacuating the building. Reference the Evacuation Assistance Assessment sheets for this information. The section coordinator will ensure that the employees that requested assistance are safely routed to the CENTRAL stairwell.

### Conference rooms:

Section coordinators will instruct the occupants of B level conference rooms to exit the building along with them. Once they are safely outside, personnel from other state agencies will relocate to their regular group.

ITE employees that are in other locations during an evacuation also need to relocate to their group as quickly as possible.

**All employees that cannot be accounted for will be reported to the fire department.**

Note : Certified - CPR (Cardiac Pulmonary Resuscitation), FA (First Aid). The persons with these designations are trained and certified in these skills.



---

## **No Location Listed**

### **Offsite Staff**

Kay Arvidson  
Paul (Core) Carlson  
Larry (Core) Clark  
Jim (Core) Day  
Ken (Core) Discher  
Tim Erickson  
Eric Gerling  
Jody Holmes  
John (Core) Hove  
Marie (Core) Hubbard  
Doug (Core) Kern, CPR/FA 10/7/2002  
Kate Mason-Wolf  
Becky (Core) Price  
Mike (Core) Pringle  
Molly Ramsey  
Tammy Reames  
Sandra Rompot  
Joan (Core) Rowley  
Benjamin Sherman  
Polly Steele  
Andy Stemmons  
Denise (Core) Sturm  
Brad Taylor  
Kathy (Core) Van Wey  
Marsha (Core) Von Ruden, FA 6/1/1999

### **Service Personnel**

GSE Duty Officers  
John (STC) Schwemler  
Ron (STC) Williams

**Note : Certified - CPR (Cardiac Pulmonary Resuscitation), FA (First Aid). The persons with these designations are trained and certified in these skills.**



## **North Side Team**

### **Computer Room Section**

#### **1st Shift**

**Victor Anderson (Section Coordinator)**  
**Patti Hicks (Alternate Section Coordinator)**  
Mark (DHS) Cameron  
Donna Sigler, CPR/FA 6/1/2001  
Jo Anne Widestrom (Evacuation by central stairs.)

#### **2nd Shift**

Bob Byers  
Brent Crawford  
Elaine Elverum  
Stephanie Maher  
Scott (DHS) Smith  
Danny Thomas

#### **3rd Shift**

Jackie Baxter, FA 6/1/2000  
Raymond (DHS) Immel  
Bill Richards  
John Woltz

### **Data Control Section**

**Barb McNichols (Section Coordinator)**  
**Kara (DHS) Yacavona (Alternate Section Coordinator)**  
Mike Castell  
**Victoria Douglas (Alternate Floor Coordinator), CPR/FA 6/1/2001**  
Russ Rozinek  
Carol (DHS) Schad (Diabetic condition)  
Sylvia Speed, CPR 7/1/2001  
Evelyn Tefferteller, CPR/FA 10/7/2002

### **I3 Section**

**Jay (I3) Cleveland (Section Coordinator)**  
**Mike (I3) Hahn (Alternate Section Coordinator)**  
Cary Andres  
Hugh (I3/DOM) Ceaser  
Julie (I3) Economaki  
Juan Edgardo  
Joseph Gioffre  
Zhihua Jiang  
Tanishia Marshall  
Robin (I3) Milne  
Ken Moore  
Louisa Perry  
Dave (I3) Ritchie  
John Schneberger  
Claire Skidmore  
Sharon Sperry  
Barb (I3/GSE) Sullivan  
Ngon Tran  
Dragan Vuckovic  
Tai Wang  
Nickie (I3/DOM) Whitaker  
Ming Zhang

### **Planning Section**

**Lisa Andersen (Section Coordinator)**  
**David Meyers (Alternate Section Coordinator)**  
Randy Clemenson  
**Wes Hunsberger (Floor Coordinator), CPR/FA 10/7/2002**  
Kit Krogmeier  
Nadir Mehta  
Marianne Mickelson  
Tong Phan  
Linda Plazak  
Jason Popillion  
Jan Post  
Tom Shepherd  
Lowell Sneller

**Note : Certified - CPR (Cardiac Pulmonary Resuscitation), FA (First Aid). The  
persons with these designations are trained and certified in these skills.**



---

## **South Side Team, East End**

### **Desktop / Help Desk Section**

**Joel Paine (Section Coordinator)**

**Mike Hardenbrook (Alternate Section Coordinator), CPR/FA**

Darrell Fremont

DOB, Hoover Vending

Yolanda Knowles (Evacuation by central stairs)

John Longman

John Manternach

Wally Moll (Evacuation Monitor)

Dennis Morton

Cory Oelberg

Victoria (Vicki) O'Neal

Bradley Richman

### **Infrastructure 2nd Section**

**Linda Schlenker (Section Coordinator)**

**Dustyn Diersen (Alternate Section Coordinator)**

Dennis Babcock

Derrick Beery

Matthew Behrens

Bogdan Czyz

Kent Davison

Chad Hall

Michael Kenworthy

Kevin Miller

Terri Nelson

Todd Rector

Darwin Ten Haken

### **Infrastructure 3rd Section**

**Lisa Lovejoy (Section Coordinator)**

**Steve Harris (Alternate Section Coordinator)**

Larry Brennan, CPR/FA 10/7/2002

Pat Clark

Bill Hubbard

Adam Kaufman

Chris Rhodes

Dave Rowen

Lorrie Tritch

**Note : Certified - CPR (Cardiac Pulmonary Resuscitation), FA (First Aid). The  
persons with these designations are trained and certified in these skills.**



---

## **South Side Team, West End**

### **Applications 1st Section**

**Mary Hadd (Alternate Section Coordinator)**

Mendy Baugh  
Vince Bechtel  
Chuck Edmondson  
Marshall Fuqua  
Joann Gooding  
Scott Hill  
Cheri Kenworthy  
Steve Kuske  
Joyce Moreland  
Nancy Pinkerton  
Kay Rozeboom  
Jeff Sharp  
Bhupesh Singu  
Kathy Tjernagel  
Mark Uhrin  
Donna VandeWeerdhof  
Deb Wright

### **Applications 3rd / Infrastructure 1st Section**

**Art Dunbar (Section Coordinator)**

**Steve Dreller (Alternate Section Coordinator)**

Chris Bassett  
Anthony Bibbs  
Dave Carney  
Omkar Choudhari  
Matt Harshbarger  
Apparao Kalimireddy  
Janene Kling  
Scott Krolak  
Jim Lloyd  
Doug Lovitt  
John Maxwell (Evacuation Monitor)  
Martin O'Keeffe  
Sridhar Tella

### **Applications 2nd Section**

**Mike Phillips (Section Coordinator)**

**Michael LaFary (Alternate Section Coordinator)**

Jeff Braafhart  
Justin Carlson  
Dennis Cowen  
Tim Daniels  
John Gillispie  
Bruce Hupke  
Scot Johnson  
Nancy Loghry  
Bob Murray  
Michael Tutty  
Diane Van Zante, CPR/FA 10/7/2002  
Linda Worth

**Note : Certified - CPR (Cardiac Pulmonary Resuscitation), FA (First Aid). The  
persons with these designations are trained and certified in these skills.**



---

***Iowa Workforce Development Building:***

*ITE has several employees at the IWD Building, 1000 East Grand Ave. Evacuation of the 2nd and 3rd floors in the west wing is as follows: exit the building using the assigned evacuation stairwell. If you are unsure of the procedure to follow, review the evacuation sign posted at each elevator. Do not use the elevator to evacuate the building. Congregate on the north side of Des Moines Street away from any fire hydrants, and notify your section or alternate coordinator of your presence.*

***ITE Staff Location At IWD Are:***

---

**Barb Dykstra (Section Coordinator)**

**Burley Davis (Alternate Section Coordinator)**

Sandi Allen

Jon Gioffredi

Mark Linden

Ken Loyd

Raphael Plasencia

Bob Rice, CPR/FA 6/1/2001

Vicki Sparks, CPR/FA 6/1/2001

**Note : Certified - CPR (Cardiac Pulmonary Resuscitation), FA (First Aid). The persons with these designations are trained and certified in these skills.**